SOCIETY OF AMERICAN ARCHIVISTS

UNIVERSITY OF TEXAS CHAPTER

MINUTES

BOARD MEETING

April 15, 2011

Meeting called to order at 4:06 pm by Carin Yavorcik.

*In Attendance:*

Alison Clemens

Rachel Appel

Ryder Kouba

Savannah Gignac

Wendy Hagenmaier

Ryan Field

Carin Yavorcik

Dr. Ciaran Trace

*I. Archives Week*

Two speakers are confirmed and are waiting on us for the next steps. Carin suggested that Marie from the Andy Warhol Archives speaks on a Monday (she requested this) and Nicholas from the Grateful Dead Archives should speak on Wednesday. We talk to Kathleen Adrian to book their flights and fill out the authorization of professional services.

The Archives Clinic is set to be October 29th

*Next steps: Confirm final dates and talk to them about travel plans.*

*II. T-shirts*

Rachel ordered 64 t-shirts from Aztec. She did not receive a timeline from them but will follow up this Monday. Carin suggested we sell them at the potluck as well as SAA.

Rachel suggested that we design only one other t-shirt because of trademark issues and costs.

*Next steps: Find out when the shirts will be ready and arrange a pick-up date. Decide if we want to design another shirt either over the summer or in the fall.*

*III. Re-registration*

Carin is currently work on re-registration. Carin and Rachel will talk to Amanda about re-registration last year and if there is a list of the itemized solicitations or expenditures for this year. We decided that we had no third party contracts this year.

Dr. Trace requested we have a print out of the budget at the beginning and end of every semester. Rachel had the current budget on hand, which is currently at $2,600.00.

*Next steps: Talk to Amanda and provide an official budget*

*IV. SAA-UT Archives*

Wendy gave an SAA-UT Archives update. She found the Dr. Gracy’s SAA box at the Briscoe. The box is our SAA-UT collection and the Briscoe will be the official repository for our records.

In the box Wendy found: posters, potluck sign ups, newspapers, and even a light up wine glass from an old SAA conference.

Rachel and Wendy are digitizing many of the documents in the box and have reached over 200 files, created metadata and will put it on Dspace in an organized schema with the help of Dr. Galloway. Wendy asked, “What are we going to say through our documents for this year?” and told us it is something we should all think about. We would like to put in this year’s photos.

Wendy and Rachel have the documents divided by year and category (ie Correspondence, Minutes, Events, etc.) They will continue digitization and OCRing from the box as well as adding born digital materials, preparing inventory with Briscoe, and creating manual for work flow.

Wendy would like to capture Archives Week, use video, and display some of the records at the potluck.

Rachel and Wendy are also getting ideas from the old SAA files including inviting people from past SAA boards and connecting with other student chapters.

Helen, Christine, and Amanda came in and brought food (yay!)

*V. Plans for Summer*

Carin stated that not too much will be happening this summer other than making the poster for the SAA conference.

SAA and the first week of class overlap, but some professors may understand. Dr. Trace is canceling her class and is going to ask what has been done in the past.

Posters will be during a poster session usually on a Thursday evening or Friday morning, but the program is not up as of yet. Dr. Trace suggested the train (a 26 hour trip). A group of 20 get a discount, but it probably won’t save money, Dr. Trace just wants the experience. People can also drive (19 hours).

Carin thinks we should start setting up carpools (train, plane, and car transit options). She also set we can start setting up roommates in the hotel (not in a sleazy way).

*Next steps: Find out who’s going and how they are getting there, set up carpools and roommates, plan and make poster*

This meeting is adjourned, 4:35pm.